

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

May 1 – May 31, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 06/07/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
May 2011

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on May 6.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on May 23.

The Records Center Performance Measurements Reports were submitted to the TOAM on May 6.

The PM met with the TOAM on May 13 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,394 documents and edited 2,533 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

Mare Island Naval Shipyard

SSFL: Santa Susana Field Laboratory

The site assessment Librarian IV received 2.8 lft of new documents, of which .2 lft were federal facilities documents, and processed 8 new sites.

Circulation Department staff shelf-read approximately 237 lft. of site files during the month. Staff shifted approximately 271.5 lft. of documents to make room on the shelves for new documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

14.8 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

4 lft. of documents were retrieved from the FRC. 35.2 lft. of documents were returned to the FRC.

14 new accessions (268.8 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated April 20.

FRC Storage Report, updated April 20.

On-Site Storage Report, updated April 20.

Contracts On-Site Storage Report, May 6, 13, 20, 27.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,483 documents (28,856 pages) during May and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during May.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Eight Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	0935	COALINGA ASBESTOS MINE
00	0988	INTEL CORP (SANTA CLARA 3)
01	09J2	INTERSIL INC./SIEMENS COMPONENTS
01	093Y	LAVA CAP MINE (3 pkgs)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 6 cost packages/financial documents for EPA staff during May.

The Cost Package Documentation Index was updated on May 6, 13, 20, 27.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 6.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)

SSID	OU	SITE NAME
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	01	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	01	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	06	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0900	N/A	ANAHOLA HOMESTEADERS COUNCIL (BRN)
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09KU	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09DN	00	BAKERSFIELD CHROME & BUMPER
0900	00	BFI--NEWBY ISLAND LANDFILL
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09D8	00	CALIFORNIA CREATIVE DYNAMICS CO INC
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	00	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
0900	N/A	CITY OF RIO DELL (BRN)
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0935	01	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09AR	00	CRESTLINE DRMO
0900	00	CROWLEY ENVIRONMENTAL SERV CORP
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	N/A	DELLARSINA BODY & FENDER SHOP (BRN)
09HB	00	DENOVA ENVIRONMENTAL INC.
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
0900	N/A	EL CAJON REDEVELOPMENT AGENCY (BRN)
09DF	00	ENVIROPUR/PRC
09Q6	01	FORT ORD
0900	N/A	FREMONT REDEVELOPMENT AGENCY (BRN)
094R	01	FRONTIER FERTILIZER
09Q7	00	GEORGE AIR FORCE BASE
Z900	N/A	GREKA 6802 PALMER ROAD
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
Z900	N/A	GREKA ENERGY ZACA
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE

SSID	OU	SITE NAME
09NT	00	HIGHWAY 160/MILE 327 RADIATION SITE
0900	N/A	HUMBOLDT PACIFIC TRANSPORT CORP (BRN)
0940	01	IBM CORP
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
0917	01	IRON MOUNTAIN MINE
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0900	00	KAIBETO CHAPTER DIP VAT
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
0900	00	KURE ATOLL, U.S. COAST GUARD
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
091A	01	LEVIATHAN MINE
0989	02	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
0965	00	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09K7	01	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0900	N/A	OHLONE COMMUNITY COLLEGE (BRN)
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
0900	00	ORLAND CLEANERS
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
09N5	00	PACIFIC INTERMEDIATES
09S5	00	PALOMINO VALLEY SITE
091S	00	PEARL HARBOR NAVAL COMPLEX

SSID	OU	SITE NAME
099K	01	PEMACO MAYWOOD
0900	00	PEORIA AUTO FLUFF SITE
09QW	00	PETALUMA MARSH
09RW	00	PETER PAN CLEANERS
09ET	00	PG&E MARTIN SERV CTR
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09R8	04	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
0900	N/A	POWAY REDEVELOPMENT AGENCY (BRN)
09EG	00	PRC PATTERSON
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	00	RARE METALS CORP
0993	01	RAYTHEON CORP
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0900	N/A	ROCKWOOD PARK (BRN)
09WG	00	ROSELLE MAD CHEMIST
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	N/A	SANTA CRUZ COUNTY, AZ (BRN)
09WM	00	SANTA FE SPRINGS DRUMS
09P9	00	SCHOFIELD BARRACKS
0900	00	SINCLAIR AMERITONE
0900	00	SMITH & THOMPSON PUMPING COMPANY (STPC)
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
09R3	00	UNITED HECKATHORN CO
0900	00	VIKING CLEANERS
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.

SSID	OU	SITE NAME
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 63 requests for documents, performed 1,412 database searches in SDMS-C, and provided 7,684 documents for EPA staff and other requesters.

Thirty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 3 and May 6, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 4 FOIA requests totaling 16 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,269 non-FOIA-related pages for EPA staff. In addition, staff printed 1,395 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 31 requests for documents on CD-ROMs. 313,318 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09GU	01	ANACONDA COPPER CO (YERINGTON)
09JW	00	B.F. GOODRICH
0900	00	BROUGH INDUSTRIES INC
0900	00	CAMP NIMITZ AREA
091N	01	COOPER DRUM
09AR	00	CRESTLINE DRMO
09H5	01	CTS PRINTEX, INC.
09Y1	01	DCE CIRCUITS
095F	00	DODSON BROTHERS OIL COMPANY
Z900	N/A	GREKA 6802 PALMER ROAD
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
Z900	N/A	GREKA ENERGY OIL SPILL
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA SECURITY LEASE
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA-GATO PONDS
09F6	01	JASCO CHEMICAL CORP
0900	00	KEKAHA SUGAR CO LTD FORMER WOOD TREATMENT & HERBICIDE MIXING PLANT
093Y	01	LAVA CAP MINE
09SP	00	MCCLELLAN AIR FORCE BASE
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0900	00	ORLAND CLEANERS

SSID	OU	SITE NAME
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
091S	00	PEARL HARBOR NAVAL COMPLEX
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
09K1	01	SPECTRA PHYSICS
09M1	01	TARP
093Z	00	TRIGON CORP
091C	01	TUCSON SOURCES
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following AR was compiled, copied, and sent to the repository in May:
McClellan Air Force Base AOC 2, IP #3 AR, sent May 11

On May 25 staff met with Office of Regional Counsel (ORC) attorney Eric Esler to discuss redaction issues related to the Pacific Coast Pipeline administrative record. To facilitate CBI review staff forwarded pertinent documents in electronic format to the attorney.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Eight work-performed compilations were created or updated during May for the following sites:

OU	SSID	Site Name
00	099R	ABANDONED URANIUM MINES OF THE NAVAJO NATION
00	09RM	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
01	093Y	LAVA CAP MINE
01	09M6	MEW STUDY AREA
01	09J4	MODESTO GROUND WATER CONTAMINATION
00	09QM	NE CHURCHROCK QUIVIRA MINES
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 20 collections

Electronic files attached to E-mails: 56 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09H5	01	CTS PRINTEX, INC.
093Y	01	LAVA CAP MINE
09SP	00	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09QM	00	NE CHURCHROCK QUIVIRA MINES
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on May 25.

The PM held a Managers/Supervisors meeting on May 19.

The PM held a Scanning Department meeting on May 10.

The PM held a Cost Recovery Department meeting on May 10.

The RMS IV/Assistant Manager held meetings with special projects staff on May 3 and 4.

The RMS IV/Circulation Department Supervisor held a departmental meeting on May 10.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on May 18.

The PM purchased supplies and/or equipment during May as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS-C training to Environmental Protection Specialist Leslie Ramirez and Site Assessment Manager Sharon Murray on May 3.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On May 10, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Dan Brown to update Ascent Capture script on workstation JMADIS05. After the script malfunctioned on the first installation, an RMS IV/IS III coordinated with Dan Brown and Benoy Puthuparampil to create and install another script. However, it seems to have the same issues as before, this is a work in progress May 24.

An RMS IV/IS III coordinated with Al Belbahri to certify the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files. Also, user profiles that were inactive were disabled or deleted from Active Directory May 30. This is an ongoing monthly effort.

An RMS IV/IS III coordinated with Al Belbahri to secure the R9REC server from an Advance Persistent Threat (APT) detected by CSIRC. Per CSIRC, the R9REC server was completely rebuilt, including the reinstallation of the Operating System, Windows Updates, Symantec Endpoint Protection Software and Symantec Backup Exec Software. This rebuild took 4 days during which time scanning and other activities had to cease. The server was returned to production status May 27.

An RMS IV/IS III coordinated with Andy Terry to upgrade LotusNotes for several users who had problematic upgrades in April. All upgrade issues were resolved April 28.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS V/Program Manager and RMS IV Assistant Manager attended a national ARs to the Public Website Project teleconference meeting on May 26.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 28 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 10 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,702	20.2 lft.	330.7 lft.

Inventories

Records Surveyed	Year to Date
34 lft.	223.2 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
182.5 lft.	0 lft.	0 lft.	451.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
35	3	0	0	18	0	0	7	63

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

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One Librarian IV/Records Librarian performed indexing (325 documents, .29 linear feet) and two RMS II/Scanning Specialists performed scanning (381 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and IS III/Box Storage Coordinator prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 103 hours were expended on this effort during the month.